

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 18 January 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #3

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

A. NEW TELEPHONE DIRECTORIES New editions of CIA and OTR Telephone Directories were distributed among OTR personnel.

B. INCOME TAX MATERIALS W-2 forms for Headquarters paid personnel were forwarded [ ] on 12 January. W-2 forms for locally-paid personnel will be forwarded on 17 January 1956.

D. INCOME TAX FORMS AND MATERIALS There is a supply of income tax forms and materials in the Budget/Fiscal Section/TR available to OTR personnel. There are also two publications of the Commerce Clearing House, Inc. which may prove useful in answering questions about the preparation of tax reports.

F. NEW FITNESS REPORT INSTRUCTION There will be no further briefing of OTR personnel in the preparation and use of the new fitness report. Should any questions arise, they should be directed to the Personnel Officer. The Director of Training feels that the Fitness Report Handbook being distributed by the Personnel Office eliminates the need for such briefing.

G. MILITARY MANPOWER PLANNING WITHIN OTR In conjunction with staff studies being prepared by the Plans and Policy Staff/OTR, the Personnel Section is preparing a statistical analysis of military manpower requirements for OTR in the event of war emergency.